



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO:** INDONESIA 10-009  
**ISSUANCE DATE:** January 29, 2010  
**CLOSING DATE:** February 22, 2010  
3:00 PM Jakarta time

**SUBJECT: Solicitation for Personal Service Contractor (PSC) for the position of STRATEGY IMPLEMENTATION ADVISOR**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens to provide services as a Strategy Implementation Advisor under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be in Jakarta, Indonesia.

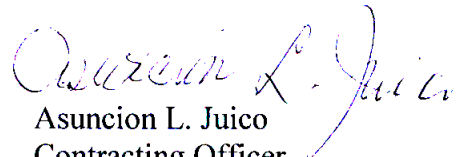
Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures which accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

Any questions regarding this solicitation should be in writing and directed to the undersigned Contracting Officer at the following e-mail address: [rfp10-009@usaid.gov](mailto:rfp10-009@usaid.gov).

Phone calls regarding this position will not be accepted.

Sincerely,

  
Asuncion L. Juico  
Contracting Officer  
USAID/Indonesia

## **Attachment 1**

### **Solicitation for Personal Service Contract (PSC) Strategy Implementation Advisor**

**SOLICITATION NO.: Indonesia 10-009**

**ISSUANCE DATE: January 29, 2010**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:**  
**February 22, 2010 3:00 P.M. Jakarta time**

**POSITION TITLE:** Strategy Implementation Advisor

**MARKET VALUE:** GS-14 (\$84,697-110,104). The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate.

**PERIOD OF PERFORMANCE:** The contract will be for a period of two years with an option to be extended for one additional year.

**PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia

**SUPERVISORY CONTROL:** Minimal. Incumbent is expected to act independently with little direction.

**POSITION TITLE OF DIRECT SUPERVISOR:** Incumbent will report to the Program Office Director or his/her designate.

**PHYSICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain medical and security clearances.

## **I. POSITION DESCRIPTION**

### **A. BASIC FUNCTION**

The incumbent serves as the Mission's Strategy Implementation Advisor. Daily responsibilities include assisting the Program Office (PRO) and the Mission in the implementation of the USAID/Indonesia Strategy.

The Advisor will work under the supervision of the PRO Director and will provide senior management with policy recommendations and advice on the strategic development process. Day-to-day activities will include a combination of strategic level management and policy guidance to the Front Office, PRO and technical teams. This Scope of Work includes travel in Indonesia; interaction with Mission-funded contractors and grantees; coordination with other donors and Embassy colleagues; and dialogue with leading counterparts in both the public and private sector.

## **B. STATEMENT OF DUTIES**

The Strategy Implementation Advisor's specific duties and responsibilities are as follows:

- a) Assist the Mission with the development and management of the Innovation Fund in an effort to strengthen Indonesian institution capacity building via, in part, Small Development Grants mechanisms;
- b) Contribute to the development of the Mission's public-private partnerships;
- c) Develop and promote the Mission's Advisory Board;
- d) Support the Comprehensive Partnership with Embassy, Washington, and Government of Indonesian colleagues;
- e) Advise the Mission as to how to effectively support the Agency's Global Engagement Initiative (formerly known as the Cairo Initiative);
- f) Assist the Mission with the Government of Indonesia's Jakarta Commitment endeavors;
- g) Support the Mission's efforts towards successful strategy implementation and design; and,
- h) Mentoring the Mission's Development Leadership Initiative (DLI) Officers.

## **II. PERIOD OF PERFORMANCE**

The contract will be for a period of two years with an option to be extended for one additional year.

## **III. SALARY**

This position has been classified at the General Schedule Grade 14 equivalent. The actual salary will depend on past salary history and experience of the successful candidate.

## **IV. QUALIFICATIONS**

### Education and International Development Experience

- 1. A university degree in a relevant field such as foreign affairs, international development, and social sciences is required. A Master's degree in one of these disciplines is desired but not required.

2. A minimum of ten years of similar or related development experience is required. This experience must include five or more years with a US Government Agency, preferably USAID, and/or other developmental organization.
3. An acute understanding of bilateral or multilateral donor approaches in addressing key development constraints in Indonesia is required.
4. Prior experience in Indonesia or other Southeast Asian countries is highly desired.

#### Strategic Planning and Implementation Experience

1. Increasingly responsible strategic planning, project design, and activity management experience is required.
2. Prior supervisory and management experience in a position of similar complexity is required. .
3. Specific knowledge of USAID rules and regulations is desired..

#### Interpersonal, Communication and Computer Skills

Good interpersonal skills are required to explain USAID program policies, objectives and procedures. Computing facility in word processing, email, databases, and spreadsheets is required. Full English fluency is required. Fluency in Indonesian language is desired but not mandatory.

### **V. SELECTION CRITERIA**

#### **35 Points      Education and International Development Experience**

Meets requisite educational requirements and has relevant and extensive work experience. S/he is fully familiar with the Indonesian development context. S/he has demonstrated knowledge of major constraints to Indonesia's development and GOI priorities in addressing them.

#### **45 Points      Strategic Planning and Program Implementation**

Previous experience demonstrates his/her ability to provide essential programmatic expertise and guidance in strategic planning and implementation. S/he has the ability to generate and develop new hypotheses and theories applicable to the very unique environment of Indonesia. S/he is well versed on operational procedures of bilateral or multilateral donor organizations related to strategic planning and implementation.

Experience in similar management positions which has resulted in positive outcomes.

Experience in implementing USAID or other donor strategic plans is desired.

Familiarity with and/or experience in USAID programs and the application of USAID regulations is desired.

**20 Points      Interpersonal, Communication and Computer Skills**

Previous experience demonstrates his/her ability to effectively communicate with multiple technical teams and other USAID/Indonesia stakeholders. S/he has the ability to articulate complex concepts in understandable terms for the teams and other general audiences. His/her information technology skills are applicable to the position and sufficient for the array of IT tools used in the mission. Fluency in written and spoken English is required. Fluency in Indonesian language is highly desired.

**100 Points      TOTAL**

**VI.      HOW TO APPLY**

- A.      Please send a completed and signed Optional Form 612 and a curriculum vitae containing the following information. Optional Form 612 is available at the USAID website, [http://www.opm.gov/FORMS/pdf\\_fill/of612.pdf](http://www.opm.gov/FORMS/pdf_fill/of612.pdf)
1.      Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
  2.      Education: high school name, city and State (Zip code if known) date of diploma or GED; colleges and universities, name city and State (Zip code if known, majors, type and year of any degrees received;
  3.      Work Experience: give the following information for your paid and non-paid work experience related to the job for which your are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
  4.      Other Qualifications: job-related training courses (title and year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).

**B.** Applicants must also include in their application package as follows:

1. A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A curriculum vitae which, at a minimum, describes education, latest experience and career achievements;
3. A completed and signed OF-612, please send signed and scanned copy if applying by e-mail;
4. A relevant writing sample, minimum of two pages and maximum of ten pages;
5. Names, current and accurate contact numbers (e-mail and phone) of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation;
6. A written statement certifying the date and length of time for which the candidate is available for the position;

All of the above information must be included in the application package in order for the package to be considered complete.

## **VII. MAILING ADDRESS**

Electronic submission is authorized for this procurement. Interested candidates should send the above information via e-mail, mail or hand-carry, to the attention of Office of Procurement at one of the following addresses:

**E-MAIL** [rfp10-009@usaid.gov](mailto:rfp10-009@usaid.gov)

### **HAND CARRY/LOCAL COURIER**

Mr. Dale Lewis  
Contracting Officer  
USAID/Indonesia - Office of Procurement  
American Embassy Jakarta  
Jl. Medan Merdeka Selatan No. 3-5  
Jakarta 10110, Indonesia

### **U.S. MAIL**

Mr. Dale Lewis  
Contracting Officer  
American Embassy Jakarta  
Unit 8135 USAID  
FPO AP 96520-8135

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter and clearly mark envelopes containing applications as follows:

**STRATEGY IMPLEMENTATION ADVISOR**  
**Solicitation Number: Indonesia 10-009**

**VIII. CLOSING DATE**

Applications must be received in the Office of Procurement, USAID/Indonesia, no later than **February 22, 2010 at 3:00 pm Jakarta time.** For those who send their application by U.S. mail or international mail, applicants may also send application OF-612 and CV by E-mail attachment to [rfp10-009@usaid.gov](mailto:rfp10-009@usaid.gov) or through fax number (62-21) 3483-0222 to ensure receipt of their application before the closing date. Applications received after the closing date and time will be considered late and will not be considered – **NO EXCEPTIONS.**

## **Attachment 2**

### **I. ADDITIONAL INFORMATION**

As a matter of policy, and as appropriate, an off-shore USPSC may authorized the following benefits (Note: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1. below):

#### **1. BENEFITS**

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

#### **2. ALLOWANCES (if applicable) \***

- a. Temporary Lodging Allowance (Section 120)
- b. Housing (Section 130)
- c. Post Allowance (Section 220)
- d. Supplemental Post Allowance (Section 230)
- e. Separate Maintenance Allowance (Section 260)
- f. Education Allowance (Section 270)
- g. Education Travel (Section 280)
- h. Post Differential (Chapter 500)
- i. Payments during Evacuation/Authorized departure (Section 600), and
- j. Danger Pay (Section 650)

### **LIST OF REQUIRED FORMS FOR USPSCs**

1. Form OF-612
2. Physical Examination (Form DS-1843 and DS-1622)
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

### **NOTE:**

- The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.
- **FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.